

DEPT. Police

DATE 11-26-52

DRIVER Tippit, J. D.

NOTICE TO ALL DRIVERS AND OPERATORS OF CITY EQUIPMENT

Effective this date, it will be your personal responsibility to see that the equipment assigned for your use is mechanically safe. You are instructed to refuse to take a piece of equipment from its parking station which is defective on any of the following safety factors:

1. Headlights
2. Tail and stop lights
3. Brakes - Service
4. Brakes - Hand
5. Steering
6. Windshield wiper
7. Windshield glass
8. Horn
9. Rear view mirror
10. Slick tires
11. Any accessory equipment which might render the vehicle unsafe

Should the brakes fail at any time or the lighting equipment fail at night and should anything unusual occur to the steering system, or if the windshield wiper fails to work in extreme weather, you are instructed to park the equipment and not operate it until the necessary repairs have been made. All minor safety factors which fail during the course of a day's operation should be immediately reported at the end of your tour of duty.

City Manager

I have read the instructions contained herein and I understand these instructions fully.

Signed

J. D. Tippit
Driver